



UNITED STATES MARINE CORPS

COMMANDER, MARINE FORCES RESERVE
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ORIGINAL

ForO 5511.2
7CM
19 SEP 1995

FORCE ORDER 5511.2

From: Commander
To: Distribution List

Subj: EMERGENCY ACTION PLAN (EAP) FOR CLASSIFIED MATERIAL CONTROL CENTER (CMCC)

Ref: (a) ForO 5510.1
(b) OPNAVINST 5510.1H
(c) SECNAVINST 5212.5C

Encl: (1) Classified Material Priority Sequence Listing for Emergency Destruction
(2) Fire Preparedness Plans for Classified Material Control Center (CMCC), Communications Security Area (CSA), Secondary Control Points (SCP'S)
(3) Partial Emergency Destruction
(4) Complete Emergency Destruction

1. Purpose. To provide instructions relative to the handling of classified material in the Marine Forces Reserve (MARFORRES) Headquarters under emergency situations per the references.

2. Cancellation. ForO 5511.1.

3. Concept

a. The ultimate reason for all security measures is to prevent unauthorized access to classified and cryptographic information. The possibility of unauthorized access is increased during times of emergency. However, the life and safety of personnel is paramount and security considerations are secondary.

b. This Order contains instructions and information regarding action to be taken to protect classified and cryptographic information and materials in the event of imminent emergency.

4. Discussion

a. The term CSA is the Command designated Communication Security Area. In this area is the World Wide Military Communication Control System (WWMCCS) which must comply with this Order.

b. There are three types of emergencies which can arise. The first is casualty emergencies, defined as aircraft crashes, vehicle

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crashes or other accidents. Natural disasters are defined as fires, floods, tornados, hurricanes, tidal waves, or similar acts of God. Hostile action is defined as any action taken by enemy troops or rioters to gain control or destroy a particular target.

(1) A casualty emergency or natural disaster would not normally bring with it an attempt by hostile forces to capture classified material. Planning and actions should be directed to maintaining control over the material until the emergency has passed, or to moving the most sensitive material to a safer area.

(2) In the case of a hostile action, the assumption must be made that the classified material is the target, and planning and actions must be directed at keeping the material from unauthorized persons, whether they be enemy troops, rioters or others. Enclosure (1) lists material destruction priority sequences that should be followed in the case of emergency destruction.

c. When an emergency occurs, there are three courses of action possible for the protection of classified material:

(1) Emergency Protection Action. This would include securing all publications and material to be, or being stored in safes, and the safes secured. The following is a general guide for securing classified material held at designated Secondary Control Points (SCP's), and classified material held in the Communication Security Area (CSA):

(a) Shut down all crypto equipment and secure all power and ventilation to the WWMCCS.

(b) All crypto keylists and publications will be put in designated safes.

(c) All communication publications will be put in designated safes.

(d) Make sure that all security containers holding any classified material are locked.

(e) Armed guards will be posted when, and where appropriate upon direction of competent authorities.

(2) Emergency Removal Action. In the event of fire, material should be removed in a systematic manner and every effort should be made to prevent viewing of the material by unauthorized personnel. A Fire Preparedness Plan will be posted in each section where classified material is stored, per enclosure (2). Material removed may be placed under armed guard as directed, in an area where physical security can be maintained. Any attempt at removal must be made simultaneously, with efforts to extinguish and control the fire. The removal should not interfere with firefighting or subject personnel to unnecessary danger. Places to be considered

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for storing material are all Secondary Control Points (SCP's). If removal of classified material should become necessary, MARFORRES Headquarters Battalion Motor Transport Section should be contacted requesting a van be brought to the front of Building 603 for transportation to an alternate storing facility.

(3) Emergency Destruction Action. Emergency destruction actions include partial precautionary destruction and complete destruction. Destroying the material should be considered last. All reasonable efforts should be made to secure or remove material. If partial precautionary destruction is ordered, the instructions listed in enclosure (3) shall be observed. If complete emergency destruction is ordered, the instructions listed in enclosure (4) shall be observed.

5. Initiation. As a general rule, the Commander, MARFORRES or a designated representative will order the Emergency Action Plan implemented when it is considered that the forces and facilities at his disposal are inadequate to protect the classified material from impending loss or capture. Should conditions prevent contact with the Commander, MARFORRES, the senior officer present or Command Duty Officer is authorized to initiate the Emergency Action Plan without awaiting specific orders. The exercising of individual initiative in preparing for emergency action at all levels of command is desired.

6. Execution

a. Upon learning of possible implementation of the EAP, the following personnel will take appropriate action:

(1) Security Manager. The MARFORRES Security Manager will be responsible for ensuring the EAP is implemented and will monitor its progress. The MARFORRES Security Manager will advise the Commander or the Chief of Staff, as appropriate, as to the progress of the EAP. In addition, the MARFORRES Security Manager will designate a destruction area for the destruction of classified material once the EAP is implemented.

(2) CMCC OIC. The CMCC OIC must be aware of the possible requirement for removing classified equipment/material at all times and be prepared to advise the MARFORRES Security Manager as to the best course of action to be taken. When directed to remove classified material to a more secure area, all designated personnel will immediately report to the CMCC OIC at the CMCC vault. If a sufficient number of personnel are not available, the Chief of Staff will be so advised and requested to make additional personnel available immediately. Regardless of the location to which the material is removed, the CMCC OIC will ensure an inventory is taken listing all items by control and copy numbers, or by short title and serial number. The Commander or the Chief of Staff will be periodically advised of the progress of the operation. CMCC personnel will also maintain a destruction log for all other

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controlled classified material held within the MARFORRES Headquarters.

(3) Secondary Control Point (SCP) Custodians, Communication Security Area (CSA).

(a) Each section holding classified material will develop written instructions for emergency destruction of all classified material within their area of responsibility. At a minimum, a logbook will be maintained listing all classified material on charge and can be used as an inventory for emergency destruction. Keeping in mind the priorities of destruction as listed in enclosure (1), the logbook or written instructions should indicate the security container and drawers holding priority material (i.e., drawer number 1 has all COMSEC material, drawer number 2 has all secret material, etc.). Security containers shall not have external markings which indicate the level of classified information stored within. Any logbook used as an accounting system that lists contents of containers by title, subject, and drawer location must be secured in the security container. Emergency destruction will not be ordered until removing the materials becomes impossible. When directed to implement emergency destruction, all personnel concerned will immediately report to their section and carry out the orders of the officer/SNCO in charge. As personnel become available, the officer/SNCO in charge will commence to hand out the material, checking off same from inventory list/logbook. The individual receiving the material for destruction must witness the complete destruction of same, and subsequently sign the inventory list/logbook of the SCP Custodian concerned. The completed destruction list will then be forwarded immediately to the CMCC OIC for consolidation and further reporting to higher headquarters.

(b) Primary consideration must be given to assigning personnel of unquestionable character and integrity to emergency destruction duties. Personnel assigned to emergency destruction duties should possess a clearance level equal to the highest classification of material they will be handling. In extremes, use of any U.S. citizen (regardless of clearance eligibility) is preferable to permitting material to fall into the hands of hostile forces, foreign nationals, etc.

b. Destruction Alternatives

(1) The preferred method of emergency destruction by MARFORRES of all material is by shredding/pulverizing. The disintegrator is located in Bldg 603, 3d Floor, adjacent to the main elevators. The keys are in the CMCC office located in Bldg 603, 3d Floor, Room 330. There are two (2) DOD authorized cross-cut shredders within MARFORRES. The primary shredder is located within the CMCC in Bldg 603, room #330, and the secondary shredder is located at G-2 OPS in Bldg 603, room #667.

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(2) Emergency destruction of classified and cryptographic material should not be implemented when simply removing or securing the material would afford the protection and security required. Should competent authority decide to implement removal or securing of classified material, execute the CMCC emergency disposition removal and inform the CDO when the appropriate plan has been completed. The CDO will immediately notify the MARFORRES Security Manager, and the CMCC OIC once decision has been made to remove classified material.

(3) In the event of fire or insecurity of individual space(s), remove classified and cryptographic material from that space to the CMCC vault, or other secure space, in accordance with the situation, and as may be directed by the MARFORRES Security Manager.

(4) The important factors to consider in case of fire, in a space containing classified information, are:

(a) Safety of personnel.

(b) Prevention of damage to cryptographic material while maintaining physical security.

(c) Preservation of as much of the classified material as possible.

(d) Removal and subsequent protection of classified material under adequate control and guard.

(e) Continual observation of the area until re-entry can be effected.

(5) A report of destruction of classified material, if appropriate, should be made to the CMCC OIC immediately after a fire, indicating clearly the extent of destruction. An attempt should be made to identify all items. If necessary, reports of possible compromise, because of unauthorized viewing or unexplained loss, must be submitted per references (a) and (b). The CMCC OIC will execute destruction reports, as appropriate, to higher authority.

(a) Do not implement destruction unless ordered by the Commander, MARFORRES or a designated representative.

(b) When directed to implement emergency destruction, the CMCC OIC will determine which plan shall be carried out: partial precautionary destruction or complete emergency destruction.

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7. Emergency Action Drills. Emergency Action Drills will be conducted on an annual basis to ensure that personnel are familiar with the EAP and associated equipment. The drills will also be used to evaluate the anticipated effectiveness of the EAP prescribed and should be the basis for improvements in planning and equipment use. Records of drills will be maintained for two years.

8. Reserve Applicability. This Order is applicable to the Marine Corps Reserve.


J. M. MALONEY
Chief of Staff

DISTRIBUTION: A1

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CLASSIFIED MATERIAL PRIORITY SEQUENCE
LISTING FOR EMERGENCY DESTRUCTION

PRIORITY 1

TOP SECRET

- (a) COMSEC
- (b) SPECIAL ACCESS (i.e. NATO)
- (c) ALL OTHER

PRIORITY 2

SECRET

- (a) COMSEC
- (b) SPECIAL ACCESS (i.e. NATO)
- (c) ALL OTHER

PRIORITY 3

CONFIDENTIAL

- (a) COMSEC
- (b) SPECIAL ACCESS (i.e. NATO)
- (c) ALL OTHER

ENCLOSURE (1)

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FIRE PREPAREDNESS PLANS FOR CLASSIFIED MATERIAL CONTROL CENTER
(CMCC), COMMUNICATIONS SECURITY AREA (CSA), SECONDARY CONTROL POINTS
(SCP'S)

TO BE POSTED IN AREAS WHERE CLASSIFIED MATERIAL IS STORED
IN CASE OF FIRE CARRY OUT THE FOLLOWING INSTRUCTIONS

1. Secure power to the CSA. Switch is located at: (This information will be posted in the CSA, SCP's and CMCC. Each section will post a fire preparedness plan in accordance with this Order.)
2. If possible, store classified equipment in (as appropriate), or remove classified material to (as appropriate).
3. (State location of fire fighting apparatus. Indicate personnel assigned to man the equipment.)
4. (Indicate what circumstances/what procedures to follow, if necessary, to admit outside firefighters.)
5. Take all logbooks and inventories to designated muster point.

ENCLOSURE (2)

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PARTIAL EMERGENCY DESTRUCTION

1. The purpose of a partial emergency destruction is to reduce the amount of classified material to the absolute minimum. All Secondary Control Points must return all non-essential accountable items to the CMCC for destruction. The SCP Custodian and the CMCC Clerk will together begin the destruction by shredding.
2. The CMCC Clerk will record all control numbers, short titles and registered numbers of material destroyed in the emergency destruction logbook.
3. Inform CNO by flash or immediate message of circumstances under which emergency destruction of holdings is necessary.
4. After partial emergency destruction is completed make a search to ensure all applicable classified material have been destroyed.

ENCLOSURE (3)

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COMPLETE EMERGENCY DESTRUCTION

1. All Secondary Control Points must return all accountable items to the CMCC for destruction. The SCP Custodian and the CMCC Clerk will together begin the destruction by shredding.
2. The CMCC Clerk will record all control numbers, short titles and registered numbers of material destroyed in the emergency destruction logbook.
3. Inform CNO by flash or immediate message of circumstances under which emergency destruction of holdings is necessary.
4. After complete emergency destruction is completed make a search to ensure all applicable classified material have been destroyed.

ENCLOSURE (4)